



EMPLOYMENT OPPORTUNITIES

Week of December 13, 2009

All new employees will be required to successfully pass a pre-employment physical and drug screen. If interested in applying for any position listed below, submit applications on-line at www.wilmingtonnc.gov

Or in person at the City of Wilmington Human Resources, 305 Chestnut Street- 1st floor, PO Box 1810, Wilmington, NC, 28402 or by fax to 910.341.5841. Hearing impaired, dial 711 TTY/Voice.

TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin. The City will also verify High School Diploma's and GED's.

Candidates for positions that require a CDL or will require a CDL will need to complete a DOT physical.

POLICE

Administrative Support Technician-Southeast Command Station

Job# 209105

New: Candidate will be responsible for performing administrative support activities requiring routine decision-making. Responsibilities include, but are not limited to, performing a wide variety of routine administrative support activities to include: receiving customer phone inquiries; data entry; word processing; filing and records maintenance; preparing correspondence and communication documents; processing department and staff mail; copying; and faxing. Candidate should have training in Windows Based programs, word processing, and public relations. High School Diploma or GED and 2 years of clerical, data entry or administrative support experience is required. Valid driver's license is required-must meet NC DMV standards. An Associate's Degree in Business Administration, or a related field and five years of increasingly responsible secretarial and clerical experience preferred. Preferred technical experience with ASA 400(HTE), Kronos or other Data Base management software. **CRIMINAL & DRIVING HISTORY CHECK REQUIRED. Hourly Rate: \$13.26. Comprehensive benefits package including retirement, paid vacation, sick and holidays, health insurance and contribution to a deferred compensation plan.** Currently accepting applications through **Wednesday, December 16, 2009 at 5:00pm.**

APPLICANTS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT IF THEY HAVE QUESTIONS REGARDING ANY INFORMATION ON THIS DOCUMENT.

APPLICATION INFORMATION

- ☐ Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.
- ☐ Make sure all the requested information is filled in completely and accurately. Just putting "see resume" is not acceptable.
- ☐ Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications
- ☐ Don't leave any gaps in your employment history.
- ☐ List job duties or skills that you have, which are relevant to the position you are applying for.
- ☐ Proofread your application material.
- ☐ Write legibly, if you are handwriting your application.
- ☐ Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.
- ☐ Sign and date your application.
- ☐ Return your application to Human Resources prior to the posted closing dates/times.

Employment Citizenship Requirement-effective October 1, 2005

United States citizenship or legal alien status (must provide proof of identity and eligibility to work in the United States). The City of Wilmington does not engage in special visa programs such as H-1B and H-2A.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. The college or university must be accredited. A list of accredited institutions is available on our website.

DRIVING STANDARD

The following criteria will be applied in determining the driving status for driving history checks. Any one of the following factors constitutes an unacceptable driving record.

- One conviction of driving while intoxicated, impaired or under the influence of drugs or alcohol within three (3) years preceding the closing date of the vacancy posting.
- One conviction of careless and reckless driving if the conviction is a result of a reduction from a charge of driving while intoxicated, impaired or under the influence of drugs or alcohol or prearranged racing on streets and highways within three (3) years preceding the closing date of the vacancy posting.
- One conviction of exceeding by more than 15 miles per hour the posted speed limit if also driving in excess of 55 miles per hour within three (3) years preceding the closing date of the vacancy posting. *Examples: 81 mph in a 65 mph zone; 71 mph in a 55 mph zone; or 56 mph in a 35 mph zone.*
- One conviction of involuntary manslaughter involving an automobile or death by vehicle within three (3) years preceding the closing date of the vacancy posting.
- A revocation or suspension of driving license within twelve (12) months preceding the closing date of the vacancy posting.
- Currently holding a "limited driving privilege" (paper license).
- Possess a restricted driver's license with such restrictions as to preclude meeting the requirements to drive for the City.

Hearing impaired, dial 711 TTY/Voice. EOE